

Center for Educational Performance and Information (CEPI)

*Michigan Education Information System
(MEIS)*

Administrator Data Review Application (ADR Application)

User's Guide

Questions?
Contact: 517.335.0505
e-mail: Help-Desk@michigan.gov



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Introduction

This guide has been developed as part of a set of paper-based training materials and is intended for the use of the online Administrator Data Review (ADR) Application. This guide includes directions for using the ADR Application to generate reports, download, and review data previously submitted to CEPI.

The ADR Application can be located at: <https://cepi.state.mi.us/adr/>.

Browser and System Suggestions

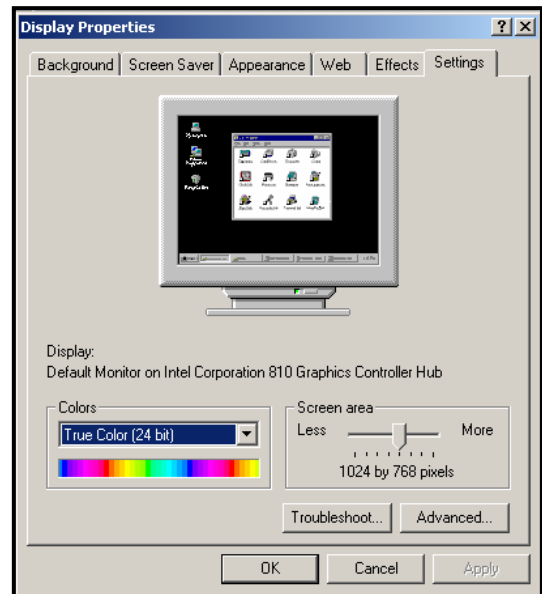
Internet Explorer (6.0 or higher) is the preferred browser for all CEPI applications. While it is possible to use a Netscape/Firefox browser to access CEPI applications, please be advised that these applications do not function as well in Netscape/Firefox as they do in Internet Explorer. For example, many Netscape/Firefox users report pages format improperly or the appearance of data is not preserved when using the back and forward buttons. The problem is not with the application, but with the functionality built inside the Netscape browser.

To upgrade to the most recent version of Internet Explorer, click on: <http://www.microsoft.com/windows/ie/default.asp>.

For best performance, view the application with a monitor resolution of 800 X 600 or higher.

Windows users can change the resolution of their monitors by going to the **START** button, selecting **SETTINGS**, then selecting **CONTROL PANEL**, and then selecting **DISPLAY**. You may also place your mouse pointer on the desktop (on the background, not on an icon), click the right mouse button and choose **PROPERTIES**.

Go to the **Desktop Area** setting, and slide it over to 800 x 600. It is recommended that you do not try a higher desktop resolution than this until you have read your monitor manual to see what maximum resolution it supports.



Getting Started

Application Start-Up and Security

Note: Single Record Student Database (SRSD) authorized users as of August 30, 2005 will have automatic access to the ADR Application via their current MEIS accounts.

To become an authorized user of the ADR Application, you must first obtain an MEIS account. If you do not have an MEIS account, go to the MEIS home page (www.michigan.gov/meis), and click on the MEIS logo. On the following screen, click on **"Create an MEIS Account."**

Once you have an MEIS account, you need to download a security agreement for the application. From the ADR home page, click on the "ADR Security Agreement Form." Complete the form, listing the appropriate level of access for viewing reports.

CEPI - ADR - Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address <https://tds.cepi.state.mi.us/ADR/> Go

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ADR | Administrator Data Review

Welcome to the Administrator Data Review (ADR) application developed by the Center for Educational Performance and Information (CEPI). We created the ADR as the first step in providing useful information back to the ISD, LEA and PSA district staff members from the educational data they submit to CEPI each year.

In order to access the ADR, you must hold a valid MEIS account and have submitted an ADR security agreement form signed by the district superintendent. At this time, the ADR is available only to ISD, LEA superintendents and PSA administrators and the Single Record Student Database/Unique Identification Code (SRSD/UIC) authorized users.

For more information, please choose from the following options:


- [ADR User Guide](#) PDF
- [ADR Security Agreement Form](#) PDF
- [Obtaining a MEIS Account](#)

If you experience any problems accessing the application, please contact the DIT Client Service Center at 517.335.0505 or at Help-Desk@michigan.gov. Please include your full name and telephone number (with area code) when you contact the Help Desk.


MEIS Login

User Name:

Password:



[Forgot your password?](#)



For individuals who are replacing an authorized user, you will need to complete and return a User Removal Request Form to have that person's permissions to the SRSD/UIC and any other CEPI application removed. The form is available on the MEIS home page.

If you experience problems with your MEIS account or password while you are using the application, please contact the Department of Information Technology (DIT) Client Service Center at 517-335-0505, or by e-mail at Help-Desk@michigan.gov.

MEIS Login Screen. When you click on "ADR Application," the following screen will be displayed. The next step is to enter your MEIS login "User Name" and "Password":

To enter your password into the login screen:

1. Click in the MEIS Login box.
2. Type your Login User Name.
3. Press the Tab key to go to the Password box or put your cursor in the Password box.
4. Type your Password.
5. Click on the Login button.

If you need more information, please contact the DIT Client Service Center at 517-335-0505, or via e-mail at Help-Desk@michigan.gov.

CEPI - ADR - Login - Microsoft Internet Explorer

Address: <https://tds.cepi.state.mi.us/adr/>

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ADR | Administrator Data Review

Login to the ADR

Each fall, spring, and end-of-year districts submit student data to the Center for Educational Performance and Information. These data are used for reporting information to the public, state educational interests, state legislature, and the U.S. Department of Education. The data that your staff sends to the state is also an integral part of the No Child Left Behind reporting and for the funding of schools through grants and foundation allowance. This portal provides a means for the administrators of a district or school to review the data that has been submitted to the state.

In order to access the Administrator Data Review (ADR) application, you must hold a valid MEIS account and have submitted an ADR security agreement form signed by the district superintendent.

For more information, please choose from the following options:


- [ADR User Guide](#) PDF
- [ADR Security Agreement Form](#) PDF
- [Obtaining a MEIS Account](#)

If you experience any problems accessing the application, please contact the DIT Client Service Center at 517.335.0505 or at Help-Desk@michigan.gov. Please include your full name and telephone number (with area code) when you contact the Help Desk.


MEIS Login

User Name:

Password:



[Forgot your password?](#)



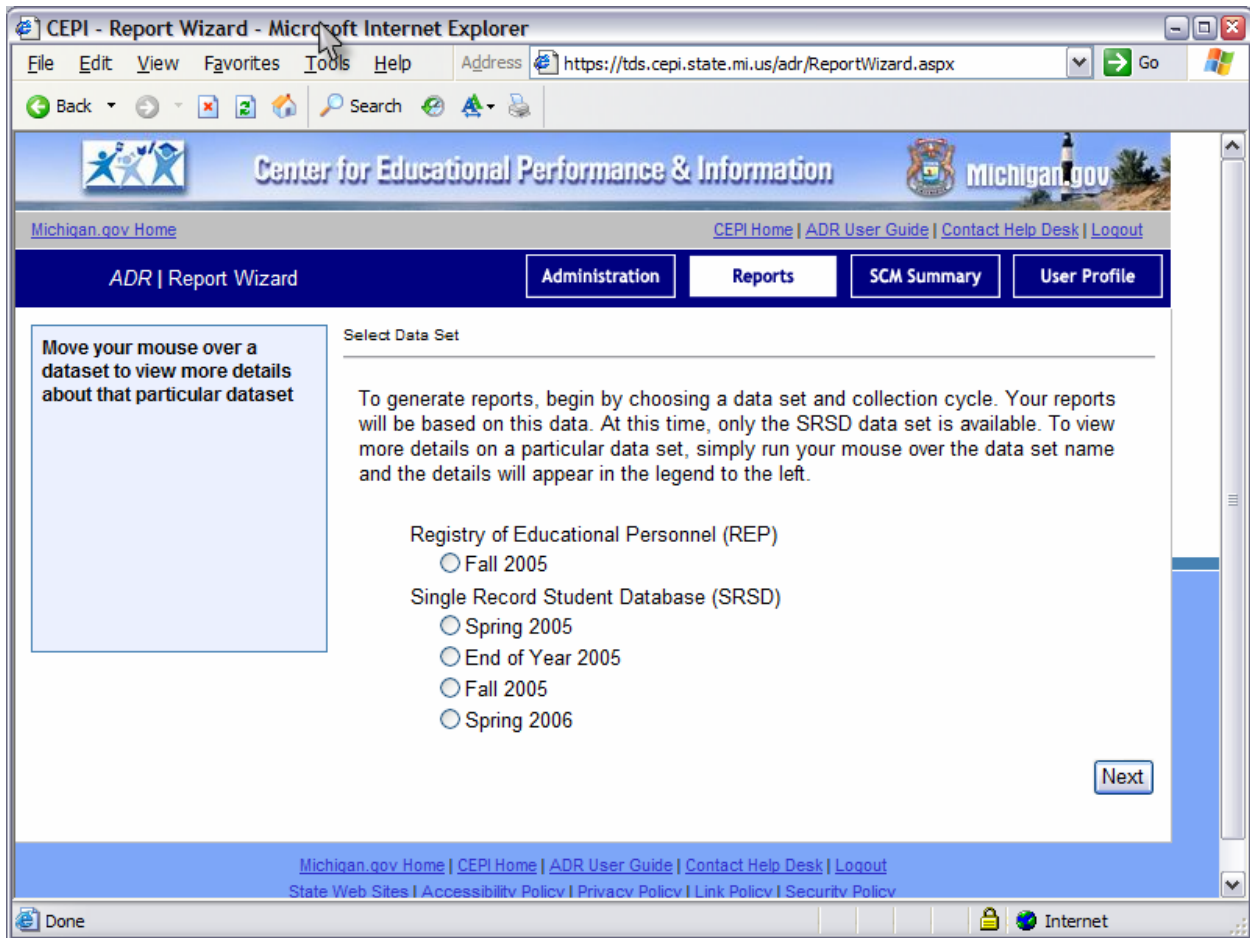
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State Web Sites | Accessibility Policy | Privacy Policy | Link Policy | Security Policy

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System Logs Out User. The login is needed to establish your identity and allow access rights to the database information. Please remember that your session is tracked. Your login user name and password are valid as long as you have been active on the screen within the last 20 minutes. If your connection has been inactive for a period of 20 minutes, your access authorization ends, and you must log in again.

Welcome screen. After logging in, a screen similar to the following will appear. By default users will start in the report section (highlighted in white among the buttons on the dark blue bar near the top of the screen), as this section contains the bulk of the ADR functions.



Generating Reports

Building a Query

To view a report, you must first build a query of the data you wish to review. The first step is to select a data set that has been previously submitted to CEPI. Currently only SRSD and RPE data sets are available (safety data will be added to the application in the future).

Choose a data set and click "Next" to proceed.

The screenshot shows the 'CEPI - Report Wizard' web application running in Microsoft Internet Explorer. The browser's address bar displays the URL: <https://tds.cepi.state.mi.us/adr/ReportWizard.aspx>. The page header includes the 'Center for Educational Performance & Information' logo and the 'Michigan.gov' logo. Below the header, there are navigation links: 'Michigan.gov Home', 'CEPI Home', 'ADR User Guide', 'Contact Help Desk', and 'Logout'. The main navigation bar contains four buttons: 'ADR | Report Wizard', 'Administration', 'Reports', 'SCM Summary', and 'User Profile'. The 'Reports' button is currently selected. The main content area is titled 'Select Data Set' and contains the following text: 'To generate reports, begin by choosing a data set and collection cycle. Your reports will be based on this data. At this time, only the SRSD data set is available. To view more details on a particular data set, simply run your mouse over the data set name and the details will appear in the legend to the left.' Below this text, there are two data sets listed with radio buttons for selection: 'Registry of Educational Personnel (REP)' with a radio button for 'Fall 2005', and 'Single Record Student Database (SRSD)' with radio buttons for 'Spring 2005', 'End of Year 2005', 'Fall 2005', and 'Spring 2006'. A 'Next' button is located at the bottom right of the main content area. The footer of the page contains links: 'Michigan.gov Home', 'CEPI Home', 'ADR User Guide', 'Contact Help Desk', 'Logout', 'State Web Sites', 'Accessibility Policy', 'Privacy Policy', 'Link Policy', and 'Security Policy'. The status bar at the bottom of the browser window shows 'Done' and 'Internet'.

Selecting an entity

Once you have selected a data set, you will need to select the educational entity (intermediate school district [ISD], district, and school building/facility) you wish to view. Your level of access will determine how the screen will initially appear. If you have access to an ISD or district, you will see that entity appear with a (+) next to the name of the entity. Clicking the (+) will descend a submenu with either districts or school buildings/facilities (a third-level submenu may also be present for some users). This feature will allow a user to view reports for an entire ISD, a district, an individual school building/facility, or a combination of selected entities. Click the checkboxes you wish to view and click the "Next" button to continue.

 Lansing Public School District (33020)' and '.....☐ Lansing Public School District (00000)'. A 'Next' button is located at the bottom right of the main content area. The footer includes links to 'Michigan.gov Home', 'CEPI Home', 'ADR User Guide', 'Contact Help Desk', 'Logout', 'State Web Sites', 'Accessibility Policy', 'Privacy Policy', 'Link Policy', and 'Security Policy', along with 'Copyright @ 2005 State of Michigan'."/>

CEPI - ADR - Generate Reports - Microsoft Internet Explorer

Address: <https://tds.cepi.state.mi.us/adr/ReportWizard.aspx>

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ADR | My Reports Administration Reports SCM Summary User Profile

Select Dataset > Select Entities SRSD Spring 2005

Choose the entities that will be used to generate your reports.

The next step is to choose the entities that you wish to view. The entities shown below are the ISDs, districts, and buildings that you are authorized to view. Click the [+] sign to view any associated child entities for an ISD or district. If applicable, you may select more than one entity.

☐ Lansing Public School District (33020)

..... ☐ Lansing Public School District (00000)

Next

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Selecting Reports

Now that you have selected a data set and entities, you may choose which reports you want to view. SRSD Reports currently available include:

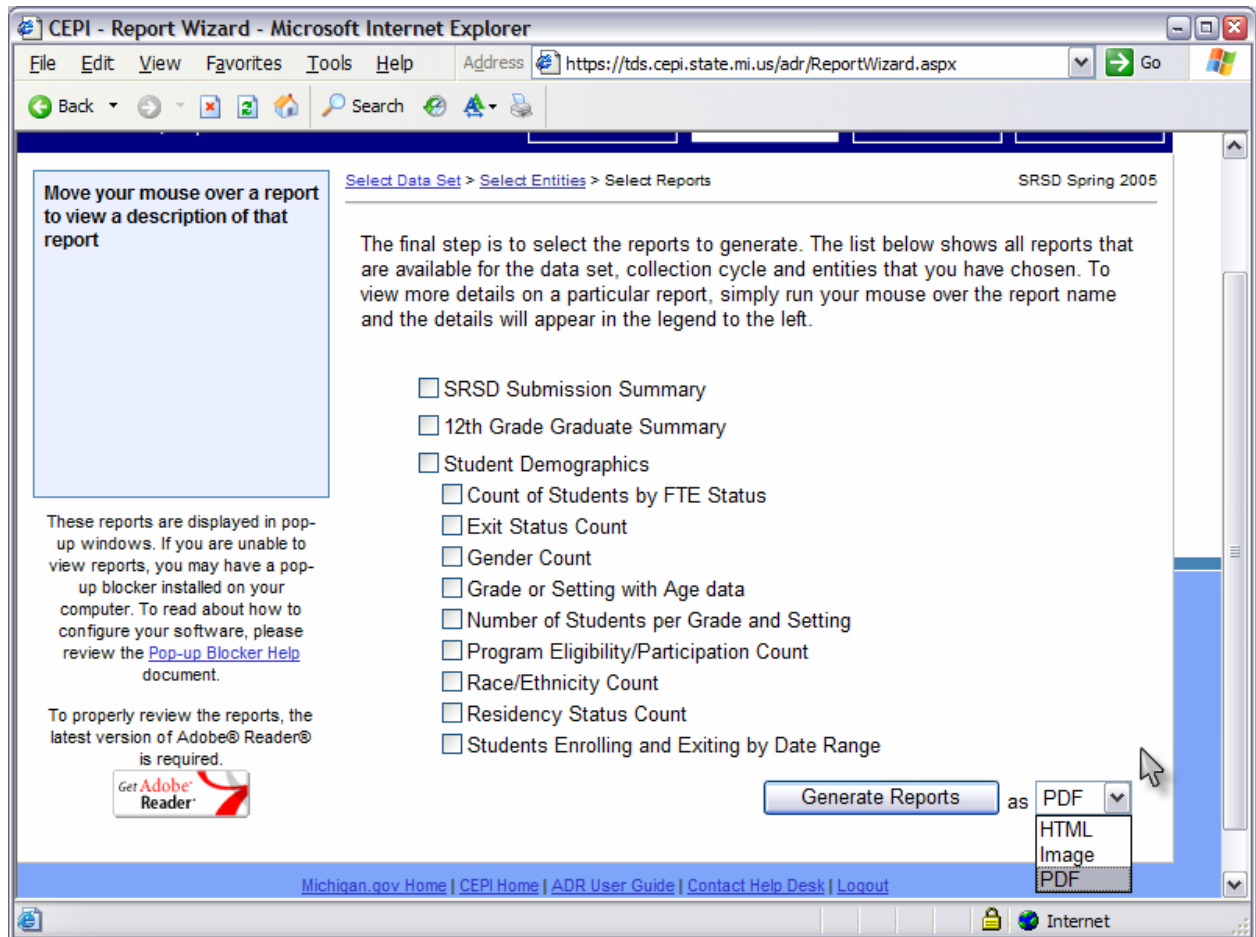
- **SRSD Submission Summary** - This report contains the number of student records, number of students exiting, number of students continuing, number of records with residency outside operating district, number of buildings submitting student records, and number of times a student is reported more than once (based on UIC).
- **12th-Grade Graduate Summary** - This report contains the number of 12th-grade records submitted, the number of 12th-graders continuing, and the number of 12th-grade graduates.
- **Student Demographics** - This section contains detailed reports with the aggregated counts of the number of student records submitted in the various categories (e.g., gender, exit status, grade).
 - **Count of Students by Full-Time Equivalency (FTE) Status** - The total number of records that were reported with zero FTE, 1.0 FTE, and those between zero and 1.0 FTE. The three FTE categories are general education, special education section 52 and special education section 53, derived from SRSD fields 18, 40, and 41, respectively.
 - **Exit Status Count** - Includes the number of students who were reported as exiting the district or are continuing in the district as reported in Field 23: District Exit Status.
 - **Gender Count** - This category lists the number of female and male students as reported in Field 11: Gender.
 - **Grade or Setting with Age data** - Includes the average age, youngest age, oldest age, and range for each grade and educational setting.
 - **Number of Students per Grade and Setting** - Includes the number of students reported for each grade or educational setting, as reported in Field 19: Grade or Setting.
 - **Program Eligibility/Participation Count** - Includes the number of students who were reported as eligible and enrolled in the various state and federal educational/student assistance programs (e.g., Title I, Special Education, Advanced and Accelerated, Alternative Education) as reported in Field 29: Program Eligibility/Participation.
 - **Race/Ethnicity Count** - Includes the number of students who were reported in each of the race/ethnic categories. This category is a computed field that reports only the students' primary race/ethnic membership. Records with multiple entries were considered as multiracial. These data were derived from Field 22: Racial/Ethnic Code.
 - **Residency Status Count** - Includes the number of students who were reported in each of the unique residency statuses that are used for state aid membership calculations as reported in Field 30: Student Residency (Membership).
 - **Student Attendance** - Includes the number of days the students were in attendance, average number of days in attendance, and the average number of days possible for students to be in attendance as reported in Field 21: Attendance.
 - **Students Enrolling and Exiting by Date Range** - Includes the number of students who enrolled/exited prior to the school year or between count dates as reported in Field 20: Date of Enrollment and Field 24: Date Exited.

Available REP reports include:

- **REP Submission Summary** – A breakdown of an LEA's REP submission.
- **Number of Staff and FTEs by Staff Group** - The headcount totals reflect the number of staff members assigned to the staffing group, regardless of the FTE assigned.

- **Position Status By Staff Group** - This report identifies the status of the positions reported by the district that are either filled by a permanent employee, an approved substitute, an outside contractor, or that remain unfilled.
- **Total FTE by Accounting/Function Code** - This report reflects the total FTE and the percentage within each of the following categories: Instructional Staff, Instructional Support Staff, Instructional Staff Services, Non-Instructional Support Staff, and Facilities Acquisition.
- **Exiting, Current and New Staff** - This report identifies the employment status of the employees as reported by the district. The report includes all current staff members and exiting staff members.

You may select all of the reports or an individual report. For the Student Demographic reports you can select all the subreports by selecting Student Demographics, or select one or more of the subreports. Once you have completed your selection, click "Generate Report". Note: You may change the format of the exported report using the menu next to the "Generate Report" button.



Viewing Reports

ADR will now generate your reports in the selected format. You may be prompted to save the file, choose a program to open the file, or it may immediately open in an associated application (Adobe Reader or HTML for instance) – personal preferences on your computer will dictate this behavior. For PDF reports a window will appear for each report and entity you have selected (all student demographic reports will be in a single file with each subreport on a different page), so quite a few windows could appear on your screen. These files can be printed or saved to your local computer. The system will not save your query, so if you leave ADR you will have to re-enter your query parameters to generate these reports again.

https://tds.cepi.state.mi.us/adr/ReportPage.aspx?r=StudentDemographics&e=650&c=1&v=111111111 - Microsoft Internet Explorer

Count of Students by FTE Status

Lansing Public School District SRSD Spring 2005

Field 18: FTE in General Ed (unaudited)	Count	Percent of Enrolled
= 0 (No FTE claimed)	990	5.90 %
> 0 and < 1.0 (Part-time student)	2064	12.30 %
= 1.0 (Full-time student)	13721	81.79 %
Total:	16775	100.00 %

Field 40: FTE in Section 52 FTE (unaudited)	Count	Percent of Enrolled
= 0 (No FTE claimed)	14404	85.87 %
> 0 and < 1.0 (Part-time student)	1854	11.05 %
= 1.0 (Full-time student)	517	3.08 %
Total:	16775	100.00 %

Field 41: FTE in Section 53 FTE (unaudited)	Count	Percent of Enrolled
= 0 (No FTE claimed)	16774	99.99 %
> 0 and < 1.0 (Part-time student)	1	0.01 %
= 1.0 (Full-time student)	0	0.00 %
Total:	16775	100.00 %

NOTE:
 This table includes only those student records submitted and processed as continuing in the school district (exit status='19').
 DATE CREATED: 8/31/2005

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Notes are included on the bottom of each report to provide additional insight for using the provided data.

Additional Features

User Profile

To view your account information, select the Administration button in the dark blue bar. Once you reach the administration menu, select View My Profile to continue.

Your ADR user profile is derived from your MEIS account, in the top half of the screen (highlighted in red). If you discover your information in MEIS is not accurate, click on the MEIS logo (highlighted in purple) to go the MEIS system where you can update your information. Information pertaining to ADR access is in the lower portion of the screen (highlighted in green). If you need to modify your ADR access, download a security agreement (highlighted in yellow) from the left side of the screen. You will need to complete the form, get the appropriate signatures, and submit the document for the update to occur.

ADR - My Profile - Microsoft Internet Explorer

Address: <https://tds.cepi.state.mi.us/adr/userman/MyUserProfile.a>

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ADR | My User Profile Administration Reports SCM Summary User Profile

To edit your MEIS profile, visit the MEIS User Management site by clicking on the MEIS logo located in the upper right corner of this form. Updates to this application will be refreshed daily.

To change your ADR account access, please [download and complete an ADR Security Agreement](#) form.

My MEIS Profile

MEIS Account	a1010321
First Name	John
Last Name	Doe
Phone 1	555-555-5555
Phone 2	
Address 1	123 Main
Address 2	
City	Anywhere
State	MI
Zip	55555
Email	idoe@anywhere.com

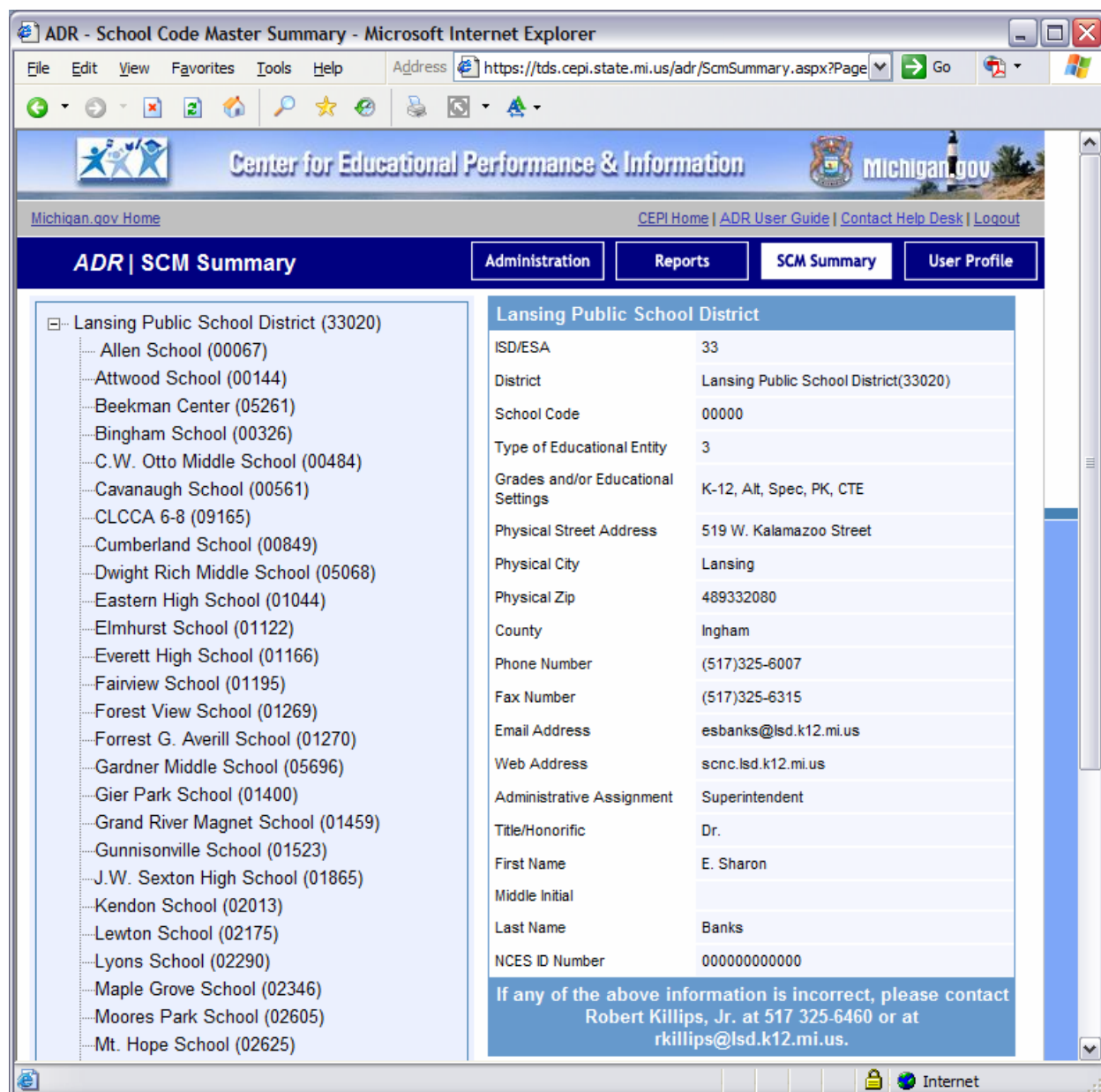
My ADR Access

Role	ISD	District	Building
Reports	Ingham ISD	Lansing Public School District	

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SCM Summary

To view School Code Master information, select the SCM Summary button in the dark blue bar near the top of the screen. Once you reach the SCM Summary, you will see a list of entities to which you have access. Selecting one of these entities will allow you to view the School Code Master information for the entity. At the bottom of the entry is contact information if the data is incorrect. The contact person can then be informed and can use the School Code Master application to update the data.



ADR | SCM Summary

Administration Reports **SCM Summary** User Profile

Lansing Public School District (33020)

- Allen School (00067)
- Attwood School (00144)
- Beekman Center (05261)
- Bingham School (00326)
- C.W. Otto Middle School (00484)
- Cavanaugh School (00561)
- CLCCA 6-8 (09165)
- Cumberland School (00849)
- Dwight Rich Middle School (05068)
- Eastern High School (01044)
- Elmhurst School (01122)
- Everett High School (01166)
- Fairview School (01195)
- Forest View School (01269)
- Forrest G. Averill School (01270)
- Gardner Middle School (05696)
- Gier Park School (01400)
- Grand River Magnet School (01459)
- Gunnisonville School (01523)
- J.W. Sexton High School (01865)
- Kendon School (02013)
- Lewton School (02175)
- Lyons School (02290)
- Maple Grove School (02346)
- Moore's Park School (02605)
- Mt. Hope School (02625)

Lansing Public School District

ISD/ESA	33
District	Lansing Public School District(33020)
School Code	00000
Type of Educational Entity	3
Grades and/or Educational Settings	K-12, Alt, Spec, PK, CTE
Physical Street Address	519 W. Kalamazoo Street
Physical City	Lansing
Physical Zip	489332080
County	Ingham
Phone Number	(517)325-6007
Fax Number	(517)325-6315
Email Address	esbanks@lsd.k12.mi.us
Web Address	scnc.lsd.k12.mi.us
Administrative Assignment	Superintendent
Title/Honorific	Dr.
First Name	E. Sharon
Middle Initial	
Last Name	Banks
NCES ID Number	000000000000

If any of the above information is incorrect, please contact Robert Killips, Jr. at 517 325-6460 or at rkillips@lsd.k12.mi.us.